Hygiene Plan to Limit the Spread of Pathogens and Maintain Interim Operations at Kühne Logistics University with Regard to SARS-CoV-2 (the Corona Pandemic)

Regulation Nr. 20

Version: July 01, 2021, based on the master corona hygiene plan issued by the Free and Hanseatic City of Hamburg, modified by Christopher Jensen (Head of Facility Management – Kühne Logistics University).

This regulation replaces the Corona Hygiene Plan of March 23, 2021.

Goal: Policy for Hygienic Measures at Kühne Logistics University in Response to the Coronavirus Pandemic

Approved on: July 01, 2021
Valid from: July 05, 2021
Contents

Preamble

1. Personal Hygiene

2. Traveling to and from KLU / Quarantine Restrictions

3. Rapid Tests

4. Room hygiene and Use of Rooms in the KLU Building

5. Hygiene in Bathrooms

6. Infection Prevention During Breaks

7. Infection Prevention During Classroom Teaching

8. Infection Prevention During Classes and Examinations

9. Infection Prevention and Use of the Gym

10. Infection Prevention in the Library

11. Infection prevention for on campus events

12. Persons with an Increased Risk of Serious COVID-19 Infection

13. Avoiding Congestion

14. Meetings

15. Duty to Report and Traceability

16. Implementation and Supervision of Regulation

17. Scope of Applicability
Preamble

This Hygiene Plan represents a binding policy with regard to staying, working and classroom teaching in the KLU building, which will remain in effect as long as the new coronavirus poses a public health threat that calls for the implementation of special precautionary measures. With this current version, regulations for on-campus teaching, and opening of KLU campus for the public are introduced.

1. Personal Hygiene

The new coronavirus can be transmitted from person to person. It is chiefly transmitted by droplets, which directly affect the mucous membranes of the respiratory tract. In addition, it can be indirectly transmitted by contaminated hands coming into contact with the mouth, nose or eyes.

Essential Precautions

- If you develop symptoms (e.g. fever, dry cough, problems breathing, no sense of taste/smell, sore throat, aches in your extremities, abdominal pain, nausea, vomiting or diarrhea), you should absolutely remain at home.
- In the event of an acute illness at the workplace, the person in question should (if one is available) put on a medical face mask (according to standards FFP2, KN95 or surgical mask) and immediately move to a separate room; ideally, this should be a previously prepared “isolation room.” The person in question will be released from their duties as quickly as possible.
- Maintain a safety distance of at least 1.5 meters from other people.
- Avoid touching your face, especially the mucous membranes (i.e., your mouth, eyes or nose), with your hands.
- Do not touch or hug others, including handshakes.
- Practice thorough hand hygiene (e.g. after entering the building, before and after meals, before and after using the toilet, before putting on and after removing your face mask).

Hand hygiene consists of

  a. washing your hands with soap for 20-30 seconds if option b. is not possible, or in addition to
  b. disinfecting your hands: apply a sufficient amount of disinfectant to your dry hands and massage it into your skin until it has dried completely (ca. 30 seconds). Be sure to wet your hands completely.

- If possible, avoid touching publicly accessible objects and surfaces like doorknobs and elevator buttons with your hands or fingers; use your elbows instead.
• **Coughing and sneezing**: being sure to cough and sneeze into your elbow is one of the most important preventive measures. If you feel you are about to cough or sneeze, try to do so as far away from others as possible; ideally, you should also turn away from them.

• **Masks**: wearing a mask can help block the droplets that are exhaled e.g. when talking, coughing or sneezing; in this way, the risk of infecting others through coughing, sneezing or speaking can be effectively reduced (protecting others). **Until further notice, wearing a mask (according to standards FFP2, KN95 or surgical mask) is mandatory on campus with the exceptions given in this regulation.** Further, doing so is recommended for all situations in which a safety distance of 1.5 m cannot feasibly be maintained, e.g. during breaks. However, wearing a mask does not mean that you should unnecessarily disregard the minimum safe distance to others. Further, even if you are wearing a mask, the standard hygiene regulations, especially the latest recommendations issued by the Robert Koch Institute (RKI) and Germany’s Federal Centre for Health Education, must be adhered to at all times.

• After removing your mask, you should thoroughly wash your hands in keeping with the general rules for hygiene.

• Once removed, your mask should be stored in an airtight plastic bag or similar container, or exchanged immediately.

• Students and University employees are personally responsible for acquiring and caring for their own masks or facial coverings. At its discretion, the University may offer support with acquiring masks.

2. **Traveling to and from KLU / Quarantine Restrictions**

For longer journeys, individual travel to and from the KLU building (e.g. by car) is recommended. A limited number of parking spaces are available in the underground parking. The Service Desk handles all requests for parking spaces and assigns them, subject to availability. If you choose to use public transportation, the official requirement to use a mask must be strictly followed. Fundamentally speaking, we do not recommend that long-range commuters come to the KLU Campus on a regular basis, and recommend that they use the home office option instead. Depending on the pandemic situation, University Management may implement additional home office regulations and restrict some or all access to campus.

The Executive Board has introduced a quarantine requirement for travelers from regions / countries classified as “risk areas”. The classification as “risk area” is based on the corresponding classification of the Robert Koch Institute¹.

¹ Available under: [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html) und [https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4/page/page_1/](https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4/page/page_1/) and [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)
For Travelers

Travelers from risk areas may only enter the KLU campus 10 days after entering the City of Hamburg and complying with a self-quarantine (or alternatively complying with a self-quarantine of 5 days after entering the City of Hamburg and presenting a negative Corona test). The requirements are based, in particular, on regional developments in the spread of the pandemic and the specifications and warnings of the authorities.

Exempt from this are persons who have proof of Covid-19 vaccinations in German, English, French, Italian or Spanish in digital or paper form (for example yellow WHO vaccination certificate). The vaccination must have been given with a vaccine listed on the website of the Paulich-Ehrlich-Institute. The last required vaccination dose must have been given at least 14 days ago. In the following this group of persons will be referred to as “vaccinated persons”.

Also exempt from the requirements are people who have recovered, and who can present a negative PCR test result dating back at least 28 days but no more than 6 months. In the following this group of persons will be referred to as “recovered persons”.

Regardless of the abovementioned regulations, all regulations regarding the Coronavirus SARS-CoV-2 set forth by the City of Hamburg remain in effect.

3. Rapid Tests

Rapid Testing is made available on KLU campus. Members of the university are offered to take up to two tests per week on campus. Rapid Tests are mandatory for all participants in face to face meetings with more than two participants and for all physical events on campus. Vaccinated and recovered persons are exempt from this requirement.

KLU will appoint a contact person that will administer test processing and its documentation.

4. Room hygiene and Use of Rooms in the KLU Building

Common Rooms (kitchenettes, lounges, Cafeteria and bistro)

Kitchenettes and Lounges
For the purposes of cleaning surfaces, disinfectant and paper towels will be provided. For utensils and surfaces that are frequently touched, we recommend disinfection before and after use. Using common rooms and eating meals in them are only permissible if the minimum distance of 1.5 m can be safely maintained; if this cannot be guaranteed, meals should be eaten at your desk instead. The maximum number of people for the simultaneous use of the respective rooms must be observed (see signage).
Cafeteria and bistro
In the event that the KLU Cafeteria is reopened, the operator’s rules on hygiene must be adhered to.

Offices
The possibility of single person use of offices should be assessed. If a given office is used by more than one person at a time, the individual workspaces must be at least 1.5 m apart from one another, or if you have a suitable technical measure to reduce or eliminate the spread of droplets. Although we recommend wearing masks, doing so is not mandatory for those persons using the office on a regular basis. For larger group offices a maximum number of simultaneous users will be defined.
University management may temporarily decide that offices can only be used by one person at a time.

Public Areas (hallways, elevators, foyer and reception area)
A mask must be worn in all public areas within the KLU building.

Classrooms / Classroom Teaching
If, and to the extent, that legal regulations and the pandemic situation permit, face-to-face teaching will be maintained. The University Management decides on the extent and form of face-to-face teaching or a temporary transfer to hybrid or purely online-based forms of teaching.

Group Study Rooms and Quiet Study Areas
The library quiet study areas on the second floor are available for use, provided a safety distance of 1.5 m is maintained. The maximum number of users is 14.
The group study rooms (breakout rooms) on the second floor can be used according to the given indications on the maximum number of users. A minimal distance of 1,5 m must be maintained at all times.
Masks are not required while only one person is using these rooms / areas; please be sure to air them out frequently.
The university may introduce opening hours for study rooms and the quiet study area.

Library
The Library is open to the public on a limited basis.

Service Offices
The Service Offices for students are operative. Business hours will be decided by the respective Department Heads. Only one person at a time can be served at each Service Office. The number of students admitted must be monitored so as to ensure that a safety distance of 1.5 m can be maintained, and that long lines do not form in the hallways.
To ensure the safety of the Service Desk staff, additional measures may be taken (e.g. installing Plexiglas separating screens), provided that doing so is technically feasible and said measures are approved by the Management Board.
Cleaning
Generally speaking, the infectiousness of coronavirus on inorganic surfaces declines rapidly, depending on the specific material and environmental factors like the temperature and humidity. To date, there is no evidence of the disease being transmitted by contact with publicly accessible surfaces.
Nevertheless, in the KLU building the focus must be on keeping all relevant surfaces clean. This also applies to surfaces that ostensibly have antimicrobial properties, because here, too, it is important to ensure that secretions and other potential contaminants are physically removed.
In contrast to cleaning, the RKI does not recommend routine surface disinfection for universities in connection with the ongoing COVID pandemic; in this regard, proper cleaning measures are sufficient.
If disinfection is deemed necessary in an individual case, generally speaking, it should be done using a cold disinfectant solution that is applied by wiping. Using disinfectant sprays, e.g. simply wetting down surfaces with spray, is less effective; this option is also problematic from a workplace safety standpoint, since the disinfectant vapor / fumes could inadvertently be inhaled (the same is true for warm disinfectant solution, which could give off steam / fumes). Similarly, “gassing” entire rooms in an attempt to disinfect them is generally not recommended. The contact time / soaking time listed for the disinfectant solution should be adhered to. Depending on the specific disinfectant used (if the dry residue is caustic), it may be necessary to thoroughly clean the surface with clear water following disinfection. In this regard, we recommend that you select a disinfectant that does not require any subsequent rinsing.

Ventilation
All rooms that are used for university operations are aired by a ventilation system using 100% outside air. Additionally, frequently used room may be equipped with air cleaners with H14 filters.

5. Hygiene in Bathrooms
All bathrooms must be supplied with sufficient liquid soap dispensers and paper towels, which must be refilled on a regular basis. Suitable waste bins for paper towels and toilet paper must be provided.
To avoid the problem of having too many persons in a given bathroom at the same time, there must be a clearly visible sign at its entrance, informing users that only a defined number of persons at a time may use it (this number can vary, depending on the size of the bathroom) and that they are required to wear a mask while inside.
Toilet seats, faucets, sinks and floors must be cleaned daily. For feces, blood and vomit stains, once the contamination has been removed, the area in question should be wiped / scrubbed with a single-use cloth soaked in disinfectant. Rubber gloves should be worn.
6. Infection Prevention During Breaks

During breaks, students must be sure to maintain a safe distance from one another. Scheduling breaks at staggered times can help to avoid too many persons having to use the bathrooms at the same time.

7. Infection Prevention During Classroom Teaching

Fundamentally speaking, once classroom teaching resumes, the maximum number of students in a given classroom will depend on the size of the room or auditorium, as well as the teaching interval, and will be reduced so that a minimum safety distance can be maintained between all participants. Group assignments can only be assigned following the group size requirements according to the maximum number of users for break out rooms. The distance between the lecturer and students should be as large as possible, and must be at least 2 m. KLU reserves the right to require coronavirus SARS-CoV-2 testing for any and all lecturers.

Minimum distance requirements may be suspended if additional protective measures are introduced in classrooms, or in case that the directives from the authorities allow this due to a changing general risk assessment.

All individuals are instructed to avoid exchanging or sharing small objects (e.g. books and pens). Further, when presentation aids (e.g. projectors) are used, care should be taken that students and instructors do not touch the same items.

The University Management may introduce optional or mandatory testing requirements for participation in classroom teaching and examinations.

8. Infection Prevention During Classes and Examinations

- Tests and examinations will take place in the largest rooms available, and the number of participants may not exceed 50.
- If more than one class / examination will take place in the same area (e.g. same corridor) at the same time, they will be scheduled with staggered starting and ending times.
- When entering and leaving classrooms, examination rooms and lecture halls, the distance requirement must be observed and a medical mask must be worn. The medical mask can be removed during the course/examination.
- During classes and examinations, there must be sufficient fresh air.
- To minimize the spread of aerosols, we recommend using a microphone in lecture rooms with a standard capacity of 50 persons or more.
9. Infection Prevention and Use of the Gym

The gym is open for use on a limited basis, subject to the following conditions:

- GYM use is only permitted with a negative rapid antigen test. Vaccinated and recovered persons are exempt from this requirement.
- For the two separate areas in the GYM the following maximum user numbers apply:
  - Endurance Area - focus on endurance sports - maximum number of persons 2
  - Strength Area - focus on weight training - maximum number of persons 2
- Gym access is only permitted after registering on an attendance list at the Service Desk.
- An access card for the GYM and its areas is issued via the Service Desk and must be returned at the end of the training session.
- The maximum training time is 1.5 hours.
- In the locker rooms and sanitary facilities, the maximum number of persons is 1.
- A mask must be worn when entering and leaving the GYM.
- A safety distance of 2.5m must be maintained in the GYM. The mask can be removed if the distance regulation is observed.
- Every gym user is obliged to clean and disinfect the training equipment before and after use.

10. Infection Prevention in the Library

- The Library Management will decide what its interim business hours will be.
- The Library may not be used by more than 10 persons simultaneously.
- This number may be adapted by the Library Management according to operational requirements.
- The Library Management may introduce a requirement to pre-register for library access.
- A minimum safety distance of 1.5 m must be maintained, especially while entering and exiting the Library, and while approaching others. Floor markings and signs must be adhered to, as well as any instructions from the Library Team.
- We recommend washing your hands thoroughly prior to entering and after exiting the Library. Masks must be worn at all times within the Library.
- The possession and consumption of food are not permitted in the Library.
- Publicly used print media products are to be placed in the return box after use. The Library Team will do its best to either disinfect the covers of these products promptly, or to put them away for at least 72 hours after use.

11. Infection prevention for on campus events

Events are only possible with the following maximum number of participants:

In closed rooms with fixed seating, a maximum of 100 participants.
In closed rooms without fixed seating, a maximum 50 participants.
The following specifications apply to events:

- The general hygiene requirements according to § 5 (Hamburg SARS-CoV-2-Containment Ordinance - HmbSARS-CoV-2-EntwicklungsVO) must be complied with.
- A safety concept must be drawn up in accordance with § 6 (Hamburg SARS-CoV-2 Containment Ordinance - HmbSARS-CoV-2 Containment Ordinance).
- The contact details of the participants are to be collected in accordance with § 7 (Hamburgische SARS-CoV-2-Entwicklungsverordnung - HmbSARS-CoV-2-EntwicklungsVO).
- A minimum distance of 2.5 meters must be maintained between the audience and stages or podiums.
- At events, all persons present in enclosed spaces are required to wear a medical mask in accordance with § 8 (Hamburg SARS-CoV-2-Entwicklungsverordnung - HmbSARS-CoV-2-EntwicklungsVO), with the exception that the masks may be removed during speeches and presentations by the speakers or persons presenting as well as during the time when consumption is permitted in accordance with clause 3.
- Dancing by the participants is prohibited.
- Seating and standing places are to be arranged in such a way; that the participants can comply with the distance requirement in accordance with § 3 paragraph 2 (Hamburg SARS-CoV-2-Entwicklungsverordnung - HmbSARS-CoV-2-EntwicklungsVO).
- At events in closed rooms, admission may only be granted upon presentation of a negative coronavirus test certificate in accordance with § 10h (Hamburg SARS-CoV-2-Entwicklungsverordnung - HmbSARS-CoV-2-EntwicklungsVO).
- Participation is only permitted on the basis of having booked the event in advance.

12. Persons with an Increased Risk of Serious COVID-19 Infection

Certain groups have a greater likelihood of developing a serious COVID-19 infection (see the corresponding information from the Robert Koch Institute: [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html)).

- These groups especially include persons with an existing condition, such as:
- Diseases affecting the cardiovascular system (e.g. coronary heart disease and high blood pressure)
- Chronic diseases of the lungs (e.g. COPD)
- Chronic liver diseases
- Diabetes mellitus
- Cancer
- A weakened immune system (e.g. due to a condition accompanied by immunodeficiency, or the regular use of medications that suppress the body’s immune system, e.g. cortisone)
- Additionally, pregnant women are now included in the list of people who are at moderate risk.
Persons belonging to these high-risk groups must discuss the next steps with Human Resources or the Management Board. Generally speaking, these persons should use the home office option wherever possible. Students who belong to a high-risk group should consult Program Management.

- Those who have a greater likelihood of developing a serious COVID-19 infection are exempted from having to work on site, provided they obtain a suitable doctor’s certificate.
- Those who live in the same household as persons belonging to any of the high-risk groups outlined above should also use the home office option. Their eligibility for doing so should be confirmed in a doctor’s certificate.

13. Avoiding Congestion

It should be ensured that there are only a limited number of persons in a given public area at the same time; the same applies to all common rooms. Wherever possible, a safety distance of 1.5 m from others should be maintained. Wearing a mask is required.

Stairwell and Elevators

Masks must be worn when using the stairwell. Since the stairwell is not broad enough to accommodate a safety distance of 1.5 m, be sure to pass by others quickly. Moreover, pay attention to the direction of (foot) traffic on the stairwell and always keep to the right-hand side. Masks must be worn when using the elevators. No more than two persons at a time may use a given elevator. Inside the elevator, keep as far away from the other person as possible. Wherever possible, avoid touching the buttons with your fingers. If a line forms in front of the elevators, a safety distance of 1.5 m must be maintained.

Generally speaking, the stairwell should be used as much as possible, not the elevators.

14. Meetings

The necessity of face-to-face meetings should be evaluated in each case. For face-to-face meetings a safety distance of 1.5 m from others should be maintained at all such meetings. If the number of participants does not exceed six, the participants are not required to wear masks. A rapid antigen test is mandatory for meeting attendance. Vaccinated and recovered persons are exempt from the testing requirement.

Generally speaking, video conferences or conference calls should be applied instead of face-to-face meetings if possible.
15. Duty to Report and Traceability

Both suspected and confirmed COVID-19 infections (including positive rapid testing results) must be reported to the health authorities, as well as by email to corona@the-klu.org.

To improve contact tracking, KLU has introduced so-called Corona Tracers, which must be worn by all users of the building. The Corona Tracers are issued by the Service Desk or Reception, where you can also find more information regarding the tracers.

All members of the University community are also encouraged to use the Corona-Warn-App, and to give due consideration to possible infections and preventing the spread of the virus. The App is available for download at https://www.bundesregierung.de/breg-de/themen/corona-warn-app.

16. Implementation and Supervision of Regulation

All persons entering the KLU building accept the validity of the hygiene plan and the respective regulations. KLU employees are requested to supervise compliance to the regulation. Failure to comply may result in a ban on entering the house.

17. Scope of Applicability

This Hygiene Plan applies to all persons using the Kühne Logistics University building and will enter into effect on July 05, 2021. It replaces the Plan issued on March 23, 2021 and will remain in effect until it is abrogated by the Management Board or superseded by a new policy.

The Management Board reserves the right to amend, adapt or supplement this Plan in response to new information and/or developments. In addition, it may be changed to ensure compliance with new official ordinances.

Hamburg, July 01, 2021

Prof. Thomas Strothotte  
President  
Kühne Logistics University

Fabian Berger  
Head of Administration  
Kühne Logistics University